



CITY OF RIALTO
DEVELOPMENT SERVICES DEPARTMENT
Building Division
(909) 820-2505

TENANT IMPROVEMENT (T. I.) PLAN CHECK REQUIREMENTS

Tenant improvements are additions or alterations to the interior of an existing structure, including, but not limited to, offices, storage rooms, restrooms, demising walls and conveying equipment systems.

1. All plans and plan data are to be wet signed by the preparer.
 - a. Structural calculations by the designing engineer
 - b. Energy calculations by all applicable parties
2. All sheets shall contain owner's name, address and phone number.
(Include site identification)
3. Include an entire building floor plan showing all exits and location of proposed tenant improvement, required restrooms and Title 24 access compliance.
4. Provide a site plan showing location of parking, handicapped access and building entrances.
5. As applicable: Plumbing with schematic diagram, sewer, gas, water, Mechanical, Electrical and Fire sprinkler plans are required at the time of T.I. submittal. (NOTE: Fire sprinkler plans require Fire Department approval prior to Building Permit issuance. Three (3) additional sets of plan may be submitted for routing to the Fire Department).
6. Planning Department approval is required for, but not limited to:
 - a. Medical uses
 - b. Food preparation uses
 - c. Assembly uses

(NOTE: Contact Planning Department for further information)

7. Plans shall contain door, window and finish schedules.

8. Provide a wall section/detail, showing anchorage to floor, stud size, wall covering, ceiling height, insulation and wall to roof or wall to wall diagonal bracing.
9. Submit three (3) sets of all plans and plan data. Plans shall be on paper no smaller than 18" x 24" in ink.
10. Submit soils report for second floor to substantiate foundation design.
11. All restaurants, mini-markets and X-ray rooms require San Bernardino County Health Department approval prior to submittal for plan check.
12. Medical gas requires Fire Department approval prior to Building permit issuance.
13. Disposal of toxic, hazardous or industrial waste requires special approvals (NOTE: Contact Fire Department)
14. The person submitting the plans shall leave the name and phone number of a person to be responsible for all transactions with the City. Plan status and information will be given only to that person.
15. Plan check fees are required at the time of plan submittal

This list has been compiled in order to outline the most common type of T.I. submittal. All requirements for a specific project may not be listed above.

It is the applicant's responsibility to verify specific conditions of approval.

Once plans are submitted approvals from Planning Division, Engineering Division & Fire Department is required prior to issuance of Tenant Improvement permit.